

**BY ORDER OF THE COMMANDER
913TH AIRLIFT WING**

**AFMAN 23-110 V2PT13/913AW SUPPLEMENT 1
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Supply

USAF SUPPLY MANUAL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 13. It applies to all 913 AW personnel stationed at Willow Grove Air Reserve Station, Pennsylvania.

SUMMARY OF REVISIONS

This supplement has been globally updated to reflect new guidance. A * indicates revisions from the previous edition.

CHAPTER 1 - STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES

***1.1. (913 AW)** All units possess the capability of accessing AFMAN 23-110, Vol 2, Part 13 and all supplements via Infobase on the LANS.

1.3.5. (913 AW) Base Supply uses the personnel staff depicted in the organizational chart in Attachment 1 to serve customers quickly and efficiently.

1.3.5.1. (913 AW) Attachment 2 lists customer contact points. The primary point of contact for all Supply related questions and queries is the Customer Service Element. As a matter of rule, do not contact other Base Supply officers unless referred to by the Customer Service Element.

CHAPTER 3 - ISSUE SYSTEM

3.3.2.1. (913 AW) Annotate the Force Activity Designators (FAD) assigned to your organization by the classified USAF Program Document. See Attachment 3.

3.14.1. (913 AW) The following procedures were established to assist customers in processing local purchase emergency walk-through requests.

3.14.1.1. (913 AW) The request will be signed by the organizational commander with justification for initiating an emergency walk-through.

3.14.1.2. (913 AW) The following factors should be addressed when preparing for local purchase emergency walk-through:

3.14.1.2.1. (913 AW) Are there immediate mission limiting factors if the item is not received?

3.14.1.2.2. (913 AW) Have all other processing procedures been exhausted (routine or expedite)?

3.14.1.2.3. (913 AW) Did the customer contact the Contracting Office to inquire on the availability of the required items?

3.14.1.3. (913 AW) Customer(s) must also prepare DD Form 1348-6 when the item requested has been verified as an essential part of an end item and substitution is not permitted. The statement "DO NOT SUBSTITUTE" must be annotated on the DD Form 1348-6. Brand names or sole source items must be justified.

3.14.1.4. (913 AW) Hand carry the request and all supporting documentation to the Demand Processing Element (LGSCD). Approval/disapproval will be determined by the Chief of Supply or his designated representative.

3.14.1.5. (913 AW) Once requisitioning action has been completed, the customer will hand carry the request to the Base Contracting Office.

3.23. (913 AW) Hazardous commodities as defined in Federal Standard 313A will be screened by the Base Bioenvironmental Engineer (BEE) to determine specific health hazard and approve their use at this installation. Each customer request for a serious health hazard item must be certified by the BEE and the customer's name must be annotated on the issue request document prior to issue of the health hazard item. Also, a Material Safety Data Sheet (MSDS) for each item must be received with the item or one obtained by the Supply Inspection Element prior to issue of the item. For commonly used hazardous materials, the customer should contact the BEE organization to be placed on the Health Hazard Approval List (HHAL), which will expedite individual processing by preapproving your organization's use of these items. Ozone Depleting Chemical (ODC) requests must be accompanied by an approved waiver prior to submission to Base Supply. BEE determines items containing ODC's. Automatic IMPAC card purchase of hazardous materiel commodities is not authorized (see 913 AW Instruction 64-104).

CHAPTER 4 – TURN-IN PROCEDURES

***4.4.2.6. (913 AW)** Pickup and Delivery personnel will pick-up materiel placed in the unserviceable and scrap area and deliver it to Inspection for preparation of the DD Form 1348-1A shipping document for subsequent transfer to DRMO.

CHAPTER 6 – REPAIR CYCLE

6.3. (913 AW) All requests for initial issue of Repair Cycle items (alpha budget code) will be submitted by memorandum signed by the Chief of Maintenance or equivalent. All units will route requests through the Maintenance/Supply Liaison (MSL) for coordination prior to submission to the Materiel Management Flight (LGSM). Memorandum requests will not be submitted for Repair Cycle items on which a DIFM detail exists solely to preclude Report of Survey action. All requests for initial issue of Repair Cycle items must include as a minimum, the following information: What is the intended use of the item (include priority, urgency justification code [UJC], and mark for date), identification of the end item, and the technical order reference or other directives authorizing use. These items will be screened by LGSM for applicability to the SPRAMS account.

CHAPTER 7 - MANAGEMENT PRODUCTS

7.3. (913 AW) Management listings distributed by the Document Control Element, Base Supply, are designed to provide status and action taken on customer's requests. Additionally, customers use information on Supply reports and listings to properly manage their funds and control their accounts.

CHAPTER 8 - EQUIPMENT MANAGEMENT

8.5.2.5. (913 AW) Any additions, changes, or deletions must be annotated on the Custodian Authorization/Custody Receipt Listing (CA/CRL) with the D04 transaction number and action taken.

8.5.2.7. (913 AW) Acknowledgment of responsibility for equipment accounts requires the primary custodian's signature on the original CA/CRL. The alternate custodian is authorized to sign in the absence of the primary custodian. Failure to return signed CA/CRL within 15 workdays will result in the account being frozen for all equipment/ supplies and retail sales transactions.

***8.56. (913 AW)** The Organizational Visibility List (R15) will be forwarded to Organizational Commanders at least semiannually to assist them in the management of accountable organizational budget code 9 items.

CHARLES D. ETHREDGE, Colonel, USAFR
Commander

Attachment 1 (Added – 913 AW)

CHIEF OF SUPPLY ORGANIZATION CHART

CHIEF OF SUPPLY

ADMINISTRATION

| | | | |
|-----------------------|---|------------------------------|--------------------------------|
| MGMT & SYSTEMS FLT | MATERIEL MGMT FLIGHT | MAT'L STOR & DISTR FLIGHT | FUELS MGMT FLIGHT |
| MICROCOMP SUPPORT | EQUIPMENT MANAGEMENT | INSPECTION | QUALITY CONT AND INSPECTION |
| PROCEDURES | REQUIREMENTS | REPAIR CYCLE/ INVENTORY | FUELS OPERATIONS |
| FUNDS | REQUISITIONING | STORAGE AND ISSUE | ACCT AND ADMIN |
| ANALYSIS | CUSTOMER SERVICE | BENCH STOCK | |
| DOCUMENT CONTROL | MICAP/DEMAND PROCESSING/ RESEARCH | SPECIAL ASSETS MANAGEMENT | |
| TRAINING | | INDIVIDUAL EQUIPMENT | |
| | | RECEIVING | |
| | | PICKUP AND DELIVERY | |
| | | HAZMAT | |

Attachment 2 (Added – 913 AW)

A2. SUPPLY FUNCTIONAL RESPONSIBILITIES

A2.1. LGS--Chief of Supply (COS), X1053. Accountable officer for management and policy affecting the total Base Supply organization.

A2.2. LGSPA--Administration, X1155. Responsible for all administrative services in Base Supply.

A2.3. LGSP--Management & Systems Officer, X1054. The Management & Systems Officer acts for and in the name of the COS in Supply matters where the COS has delegated authority.

A2.4. LGSPC--Microcomputer Support Element, X1259. Responsible for the management of computers and computer products within the Supply Division.

A2.5. LGSP--Procedures Element, X1055. Conducts internal surveillance of all COS functions. Develops, coordinates, and publishes operating instructions and supplements.

A2.6. LGSPPA--Analysis Element, X1261. Provides analysis on system trends and problem areas of the COS organization.

A2.7. LGSPF--Funds Management Element, X1266. Manages the Depot Level Repairable (DLR), General Support and System Support Division of the Air Force Stock Fund, and provides analysis on system and problem areas of the COS.

A2.8. LGSPI--Document Control Element, X1965. Receives Supply computer products from the Computer Support Base and makes distribution to Supply customers. Also serves as repository for auditable document files.

A2.9. LGSPT--Training Element, X1269. Conducts USAF Standard Base Supply customer training for all Supply supported units and interfacing activities. Maintains records of training program.

A2.10. LGSM--Materiel Management Officer, X1061. The Materiel Management Officer is responsible to the COS for the effective management of the functions involved in direct customer support.

A2.11. LGSME--Equipment Management Element (EME), X1263. Operates the equipment management program and is the focal point for the submission, review, and evaluation of all equipment allowances and authorizations.

A2.12. LGSMS--Requirements Element, X1265. Responsible for all base-initiated special levels.

A2.13. LGSMS--Requisitioning Element, X1078. Responsible for local purchase requisitioning and follow-up on base- initiated requisitioning.

A2.14. LGSCD--Mission Capable (MICAP)/Demand Processing/Research Element, X1092/1079/1038. Primary point of contact for submission of all supply/equipment issue requests, and identification of items to a national stock number (NSN) and input of new item records.

A2.15. LGSMK--Customer Liaison Officer (CLO), X1974. Provides a single point of contact for customer assistance, e.g., complaints, questions, and status, and acts as the zero overpricing price monitor and as the focal point for customer-identified price discrepancies.

A2.16. LGSD--Materiel Storage and Distribution Officer, X1046. The MS&D Officer is responsible to the COS for proper receipt, inspection, issue, storage, warehousing, material handling, and packing as well as related operational procedures pertaining to the processing care and protection of all supplies/equipment.

A2.17. LGSDI--Inspection Element, X1260. Determines condition, security classification, status, and identification of items received, stored, issued, shipped, and transferred.

A2.18. LGSDI--Inventory/Repair Cycle Element, X1069. Inventories all items for which the COS is accountable. Maintains due-in from Maintenance (DIFM) suspense system, and monitors critical items and status of all awaiting parts (AWP) due-in.

A2.19. LGSDS--Storage and Issue Element, X1069. Stores and issues all in-warehouse supply/equipment items.

A2.20. LGSDB--Bench Stock Element, X1080. Establishes bench stock in coordination with supported activities.

A2.21. LGSDD--Pickup and Delivery Element, X1069. Single control point for vehicles dispatched to pick-up serviceable and unserviceable equipment and Repair Cycle items for turn-in. Delivers supplies and equipment to on-base activities, except for bench stock. Provides expedite delivery service and maintains master delivery destination list.

A2.22. LGSDW--Special Assets Management Element, X1154. Responsible for all functions requiring special accounting. Monitors and stores mobility bags. Assembles, stores, and issues mobility kit bags and mobility weapons.

A2.23. LGSDR--Individual Equipment Element (IEE), X1095. Responsible for direct sale or issue of individual equipment. Maintains files of AF Forms 538 for personal retention items, DD

Forms 1348-1, and AF Forms 1297 (Temporary Issue Receipt) for individual clothing and equipment, and operates centralized on-base issue, storage, and turn-in point for special clothing items.

A2.24. LGSDR--Receiving Element, X1096. Receives all incoming shipments and on-base turn-ins for supply/equipment account.

A2.25. LGSDH--HAZMAT, X1045. Tracking and control of hazardous material on base.

A2.26. LGSF--Fuels Management Officer (FMO), X1047. Responsible to the COS for the effective and efficient operation of the FP (Fuels) account and those ground products specifically outlined in AFMAN 23-110, Vol I, Part Three.

A2.27. LGSFI--Quality Control and Inspection Element (Fuels), X1047. Operates an effective quality control program to provide the FMO an objective sampling of quality of bulk petroleum products, equipment, and qualification of Fuels personnel.

Attachment 3 (Added – 913 AW)**A3. FORCE ACTIVITY DESIGNATORS**

| <u>ORGANIZATION</u> | <u>FAD</u> |
|----------------------------------|------------|
| 913th Airlift Wing | V |
| 327th Airlift Squadron | II |
| 913th Maintenance Squadron | III |
| 913th Civil Engineering Squadron | V |
| 913th Mission Support Squadron | V |
| 913th Communications Flight | IV |
| 913th Security Police Squadron | V |
| 913th Logistics Support Squadron | IV |
| 31st Aerial Port Squadron | III |
| 913th Medical Squadron | V |
| 92nd Aerial Port Squadron | III |